

LAKE COUNTY ENGINEER
MAILBOX REPLACEMENT POLICY
Effective: December 1, 2001

Mailboxes are a road obstruction within the County road rights-of-way that may represent a hazard to the traveling public. Ohio Revised Code Sections 5547.03, 5547.04; Manufacturer's Natl. Bank of Detroit v. Erie Cty. Road Comm. (1992), 63 Ohio St. 3d 318.

The following policy governs the type and installation of mailbox units and mailbox supports within the road rights-of-way in Lake County.

Policy: All mailbox units shall comply with United States Postal Regulations as well as guidelines set forth by the American Association of State Highway and Transportation Officials (AASHTO) as follows:

Materials:

Mailbox: Shall be of an approved U.S. Postal Service design. The Mailbox unit shall be entirely of plastic and/or lightweight galvanized steel construction. Decorative enhancements that increase the weight or mass of the mailbox are not permitted.

Post: Maximum single 4" x 4" square or 4½" diameter wood post or a metal post with a strength no greater than a 2" diameter standard strength steel pipe.

Hardware: Plates, screws, bolts, etc., shall be commercial grade galvanized steel.

Setting Posts: Posts shall be set in compacted earth or driven into the ground at a depth not to exceed 24 inches. In no case should the post be encased in concrete or be permanently affixed in any manner.

Mounting Boxes: Support hardware shall accommodate either a single or a double mailbox installation. No more than two boxes shall be mounted on a single post. The door of the mailbox shall be placed a minimum of 4 inches outside the shoulder portion of the roadway. When a mailbox is installed in the vicinity of existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the Lake County Engineer.

Damage: Mailboxes damaged by County maintenance operations will be repaired or replaced by the County. Mailboxes damaged by DIRECT contact with a vehicle or its plow blade while performing

County maintenance operations will be repaired or replaced with an approved design as previously described. Damage by thrown snow does not warrant replacement. In the event that the mailbox is of a specialty or exotic type of construction, the County's liability per occurrence is limited to the actual cost of a mailbox unit of an approved design as set out above or a cash settlement not to exceed \$50.00. An inspection of the damaged mailbox by the Lake County Engineer's office along with a signed release form is required prior to payment.

Damage claims and settlements are subject to review by the Superintendent and/or the Lake County Engineer.



James R. Gills, P.E.
Lake County Engineer

December 1, 2001
Date